

St. Maarten Academy

CAPE Department of Business

School year plan 2019-2020

MANAGEMENT OF BUSINESS

| Units # & Period of time | Objectives | Assessments |
|--|--|------------------------|
| Term 1 | | |
| 1 - 2 (SEPT 2 – SEPTEMBER13) BUSINESS AND ITS ENVIRONMENT | Students should be able to: <i>1. distinguish among different types of economic activity;</i> <i>2. compare the different types of business organisations based on economic sectors and legal structures</i> | Assignment Homework |
| 3-4 (SEPT 16- SEPT27) BUSINESS AND ITS ENVIRONMENT | Students should be able to: <i>; 3. explain the importance of setting business objectives;</i> <i>4. explain the importance of ethics and social responsibility in setting business objectives;</i> | Assignment |
| 5-6(1WEEK BREAK 7OCT-14OCT) SEPT 30-18OCT BUSINESS AND ITS ENVIRONMENT | Students should be able to: <i>5. discuss the process of decision-making in business organisations;</i> <i>6. evaluate the impact of globalization on Caribbean Business Organisations</i> | Homework |
| 7-8 21 OCT-2NOV MANAGEMENT OF PEOPLE | Students should be able to: 1.evaluate the contributions of management theories to present day organizations 2. explain the features of the formal organisational structure | Assignment |
| 9-10 5NOV-16NOV MANAGEMENT OF PEOPLE | Students should be able to: 3. explain the theories and practices of motivation; 4. differentiate between types of leadership skills, styles; | Homework |
| 11-12 19NOV-30NOV MANAGEMENT OF PEOPLE | Students should be able to: <i>5. describe the group formation process, characteristics and importance of effective teams;</i> 6. describe possible causes of conflict in organizations; | Test Assignment |

| | TERM2 | |
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| 13-14 3DEC-20DEC MANAGEMENT OF PEOPLE | Students should be able to: 7. <i>assess the effectiveness of strategies used to manage conflict in organisations;</i> 8. justify the need to cope with and manage change in the organisation; | Test |
| 15-17 6JAN-17JAN MANAGEMENT OF PEOPLE | Students should be able to: 9. explain the importance of effective communication in organisations; 10. evaluate the importance of human resource management in organisations. (ABC) techniques with traditional costing approaches; | Assignment |
| 18-20 JAN20-31 BUSINESS FINANCE AND ACCOUNTING | Students should be able to: 1. explain the various need for funds; 2. differentiate among the main sources of finance; 3. explain the main criteria that businesses use when seeking short- and long- term financing; | Assignment |
| FEB3-14 BUSINESS FINANCE AND ACCOUNTING | Students should be able to: 4. discuss the roles, functioning and working of money and capital markets and international financial institutions with special reference to the Caribbean; 5. specify the importance of Accounting information for both Internal and External users; | Assignment |
| FEB17-28 BUSINESS FINANCE AND ACCOUNTING | Students should be able to: 6. appraise the different components of financial statements; 7. interpret and analyse key financial statements through the use of ratio analysis; | Homework |
| MAR2-13 BUSINESS FINANCE AND ACCOUNTING | Students should be able to: 8. explain the purpose, nature, and usefulness of budgeting; 9. assess the various methods used by a firm in selecting the most appropriate investment option. | Test |